**Dear Mr./ Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_,**

Consequent to the review of your performance during the period 2019 - 2020, we have pleasure in informing you that, w.e.f 1st August, 2001, your services are being confirmed and your salary is being increased as follows :

Break up of Salary in an Excel sheet or in table.  
  
The other terms and conditions of your appointment remain unchanged.

We look forward to your valuable contributions and wish you all the very best for a rewarding career with the organisation.   
Please sign the duplicate copy of this letter as a token of acceptance of the same.

**For Company Name  
Name: Employee name  
Designation:  
Regards,  
Amit Seth.**